



Classification: Associate Governmental Program Analyst (Limited Term)	Position No. 3500-5393-801
CBID: R01	Office: Energy Deployment and Market Facilitation
Date Prepared: February 2019	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

CONFLICT OF INTEREST STATEMENT

This position is designated under the Conflict of Interest Code: YES ☒ NO ☐

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under the direction of the Customer Empowerment and Outreach supervisor, the incumbent serves in the Energy Deployment and Market Facilitation Office (EDMFO) supporting the Energy Research and Development Division (ERDD) management team to implement and administer research development and demonstration (RD&D). Prepares written materials for presentations, press releases, and fact sheets; and assists with project management for various EDMFO tasks and efforts. Possesses general knowledge of outreach efforts that span across a broad spectrum and understands RD&D issues; good written and verbal communication skills and some marketing and outreach skills. Performs the more responsible, varied, and complex technical analytical services assignments related to EDMFO program evaluation and planning; policy analysis and formulation; systems development; and continually provides consultative services to management related to program outreach activities. The goal of the ERDD is to conduct RD&D to advance science and technologies not adequately provided by the regulated and competitive markets.

DUTIES AND RESPONSIBILITIES:

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
35%	<u>Public Outreach.</u> With direction from ERDD management and the supervisor, works with ERDD outreach staff in the development of public outreach materials to demonstrate RD&D success stories and public benefits from energy research. Outreach materials will include, but not be limited to, ERDD presentations, press releases, webinars, brochures and reports, to research stakeholders, legislators and other state and national agencies and organizations. (E)
30%	<u>Project Management.</u> Either individually or as a member of a team, assists the management team in achieving established goals and objectives by evaluating and keeping management apprised of schedules, due dates, and deliverables necessary to effectively administer grant funding opportunities. Notifies management of delays and potential processing issues or difficulties with agreement packages, invoices, or other work products being routed through multiple Energy Commission offices. Makes process improvement and program activity recommendations to management to enhance workflow processes. (E)

DUTY STATEMENT

CEC-004 (Revised 01/2019)



20%	<u>Database Administration.</u> Leads the efforts related to coordination and use of data and information for Energy Commission-wide research activities; cleaning and preparing data required for external reporting; provides interaction with the developer and end-user to determine data access requirements while maintaining data integrity. Creates, develops, and manages internal process and procedures for database usage and reporting. Ability to communicate database results to management and staff via oral and/or written reports or presentations. (E)
10%	<u>RD&D Public Workshops.</u> Either individually or as a member of a team, works with ERDD staff in the preparation and submission of outreach materials, documents and presentations to ensure Energy Commission or staff workshops are in compliance with Energy Commission guidelines and state policies. Ensures readability and overall quality for ERDD outreach materials, documents or presentations created for these events. (E)
5%	<u>Other Duties as Required.</u> Will be assigned other duties which are consistent with the classification. (M)

WORKING CONDITIONS: The work is performed primarily in an indoor office and meeting room setting involving sitting, standing, and walking as well as sitting for long periods of time. Travel is required to conduct project site visits, attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment; utilize a personal computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and analytical models. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div></div> <div>Employee</div> <div>Associate Governmental Program Analyst (LT)</div>	<div></div> <div>Lorraine Gonzalez</div> <div>Energy Resources Specialist III (Supervisory)</div>
<div></div> <div>Date</div>	<div></div> <div>Date</div>